



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-MGT-09-010

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Maintenance Supervisor**, in the GSO Section, Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates.

POSITION: Maintenance Supervisor, FSN-1205-09, HYA-526004
(Personal Services Agreement)

OPENING DATE: April 07, 2009

CLOSING DATE: April 21, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-5 (Steps 1 thru 4)
Ordinarily Resident: Grade: FSN-9*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTABLE.

BASIC FUNCTION OF POSITION:

- Under the general supervision of the General Services Specialist, incumbent is the overall Maintenance Supervisor with complete oversight of the maintenance.
- Directs the Consulate's maintenance office in all aspects of large scale maintenance programs.
- Regularly inspects all USG-owned properties to uncover potential problems.
- Prioritizes work to be done, and assigns duties to supervised personnel.
- Coordinates with Procurement Agent when bids are required for work to be done by outside contractors.

- Ensures quality control of items used in projects, and satisfactory completion of all work and attests validity of invoices thereof.
- Responsible for efficient operation of heavy-duty Plant Room equipment overseeing day-to-day performance.
- Prepares safety programs and schedules regular and annual preventive maintenance of all equipment.
- Checks and maintains various power supply and filtration equipment installed.
- Ensures smooth and efficient performance of Digital metering system, vacuum circuit breakers, on load tap changer Gear and automatic voltage regulator unit, filtration of transformer oil, repair of leaks and allied works including sending oil samples to laboratory for fitness tests.
- Supervises performance of contractors and in-house maintenance staff, in all types of repairs and replacement activities.
- Prepares/reviews list of spares for various heavy-duty equipment for stock in consultation with contractors and the supply clerk and submits for procurement.
- Responsible for overseeing contract and direct-hire maintenance personnel in the routine and emergency maintenance of long-term lease residence throughout Hyderabad, including carpentry, plumbing, electrical and generator problems.
- Coordinates with landlords and on-site maintenance personnel on maintenance work to be performed by owner.
- Coordinates with local vendors on repair/replacement of equipment and appliances that are under warranty.
- Oversees make-readies of all residences, including renovation work and placement of furnishings and appliances.
- Performs duties as COTR concerning all maintenance projects to ensure compliance of contractual performance of all maintenance work.
- Maintains records on all major systems including maintenance manuals, drawings and documents, manufacture cut sheets, physical samples, and equipment specifications.
- Prepares and submits inspection reports--Annual Inspection Survey (AIS), Fire and life Safety, Safety, health, environmental management, Energy Survey, Global Maintenance & Asbestos Management plan, updates PASS and reviews reports thereof.
- Prepares correspondence to contractors, suppliers, and with utility companies on internal matters; maintains day-to-day liaison with managerial level staff thereof.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

Engineering diploma in any field e.g. Electrical/Mechanical/Civil from any State Council for Engineering and Technical education is a must.

b. Prior Work Experience:

Five years of progressively responsible experience in the maintenance area, ideally in maintenance inspection, or planning and estimating experience is required. 3 years of supervisory experience in the related field is required.

c. Language Proficiency:

Level 4 (fluent) spoken and written English, and Level 3 (good working knowledge) spoken Telugu is required.

d. Job Knowledge:

Government of Andhra Pradesh laws and regulations pertaining to AP Electric Supply Corporation. Knowledge of buildings and ground maintenance operations, and maintenance trades operating practices and procedures. Basic knowledge on lighting master control and building automation system.

e. Skills and Abilities:

Must be able to provide technical guidance to a large multi-trade workforce. Must be able to write specifications, BOM, interpret drawings, provide layouts and execute projects. Computer knowledge for POWER POINT, Word processing, excel, MS Outlook and Computer aided design (CAD) is required. Should have an idea of Building Automation System. Knowledge of computer operation and Computer aided design (CAD) is must.

SELECTION PROCESS:

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website:
http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO:

HR OFFICE
American Consulate General Hyderabad
Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA
or E-mail: HyderabadVacancies@state.gov

Please insert **"VA# HYA-MGT-09-010"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **April 21, 2009**.

Cleared by: MO - WHBoyle
Approved by: MO - WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER